

# Computers

Plainfield Public Library Pathfinder

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Computers today are integral part of our lives, doing everything from work to play. Computers as we know them today came about during the 20<sup>th</sup> century and used to take whole rooms. Mechanical computing devices have been around for centuries, and the word computer has been around since the 1700s (but then referred to a person that could do computations). Now, computers are many times smaller and billions of times faster. Computers skills are important for practically any job today—lots of large employers use the Internet to find employees.



The Plainfield Public Library has a variety of computer books. First times users to computers should check out **PCs for Dummies** by Dan Gookin (2003). The book covers a lot the basics of computers such as turning them on, using mice and keyboards, and how to open or move files on the computers. Once you've got that down, move onto **The Internet for Dummies** by John Levine (2007). This book will help you use browsers, email, entering search terms, and use the Internet to its fullest potential.

Using word processors and spreadsheets are an essential in today's business. A good all in one book for Microsoft Office is **Office 2007 for Dummies** by Wally Wang (2007). The book covers Word, Excel (spreadsheets) and Powerpoint (for making presentations).

For those who want to explore other operating systems, try **Mac OS X 10.5 Leopard** by Maria Langer (2008), or **Linux for Dummies** by Dee-Ann LeBlanc (2006).

A good way to keep on technology and computers is to check Internet blogs/news sites: [www.cnet.com](http://www.cnet.com), [www.engadget.com](http://www.engadget.com), or [www.gizmodo.com](http://www.gizmodo.com). Technology moves very fast, so news/blog sites are the best to read.